State of Iowa IT Project Request # 13

Davenport Office Wireless connection

Iowa Workforce Development

Workforce Services Administration

Field Services

Gary L. Bateman

515-281-3153

Gary.Bateman@IWD.Iowa.gov

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Introduction: The Project Request is submitted to the TCC IPSC to gain support for the project and identify if there are existing applications or application components that can leveraged for the proposed project. This document is intended to answer high level questions about the project as details about total cost, timeframe and quantified benefits are not known as this document is expected to be completed during project planning.

This document is set up in sections with the requirement each section is completed during the appropriate phase of the project.

Submit this document to: xxxxx@iowa.gov TCC approval of this document results in the permission to proceed with project planning. Agency may be directed to complete the Project Execution Request before issuing an RFP or beginning internal development work.

Document Purpose: This document is to be completed when there is an identified need and tentative plan to initiate a project. Funding may not have been identified for the project yet (seeking IOWAccess funding, waiting on legislative decision or grant award).

Definition of a project: A project may be software development or building or refreshing infrastructure assets.

Instructions for completing this Project Request form:
1. It is recommended you read through the entire template before completing the Project Request.
2. The Project Request has 5 sections with only one section needing to be completed at each stage of the project.
3. The agency point of contact should be the Executive Sponsor – the Program Area Manager responsible for the program policy area experiencing the problem.
4. Please review the examples and instructions in the Appendix. The appendix helps to explain the differences between assumptions and risks.
5. Replace [bracketed text] on the cover page with your project and agency information.
   Note: Please do not remove or modify content in the footer area.
6. Complete the entire template. Each section contains abbreviated instructions, shown in italics, and a content area. The content area is marked with a placeholder symbol [ ] or with a table. Relevant text from other project deliverables may be pasted into content areas.
   Note: Please do not remove the italicized instructions.
7. Avoid using acronyms. Write out the department name and program name.

What to expect next: After your request is submitted to Wes Hunsberger the IPSC will review your request and your project will be approved, denied or more information will be requested. It is the objective of the IPSC to complete review of projects within two weeks.

STEP 1-Permission to Proceed (Initiaiton): Agency begins planning for the project, gathers high level project information and prepares their Project Charter

STEP 2-(Planning) Agency submits Project Charter to the IPSC and proceeds with gathering requirements. The Project Charter is reviewed by ???   The agency may begin defining requirements, issue an RFI or RFP to get additional information about alternatives or bids for project implementation.

STEP 3: (Execution) Agencies must submit their project plan and associated costs to the IPSC and for approval by the State CIO prior to beginning internal development, issuing a purchase order for product or signing a contract with a vendor for services.

STEP 4: (Project Change Requests)

STEP 5: (Project Closeout) Agency provides final project cost and final project duration information.

SECTION 1: Request Approval to Initiate

Project Summary

Project Name: <u>Davenport Office Wireless connection</u>

1. **Problem Statement:** *What is the need? What is the purpose of this project? Describe the political or business need.*

The minimum bandwith required to run 100 TC's is 6Mb. The cost of 6Mb from an outside vendor through ICN is ~$2,200 per month. A 10Mb fiber connection from ICN is $360 per month. A wireless point-to-point bridge will cost $6,700 with installation.

IWD has an office in Davenport across the parking lot from the DOT office. DOT has a fiber run from ICN. We need to connect to the ICN fiber for bandwidth and lower cost but the installation charges are prohibitive. We can install a wireless point-to-point bridge and connect to the ICN fiber without the expense of running fiber across the parking lot.

2. **Project Description:** *What are the project goals? Goals are high level and provide a context for project. More detailed information about the project is described in the success criteria.*

Install wireless point-to-point bridge to connect to ICN fiber,]

3. **Alignment with agency or Governor's strategic plan:** *Describe the specific agency or Governor strategic plan items that this problem's resolution will help address. Insert link here for gov goals*

Agency is installing an additional 60 thin-clients (TC) in Davenport, bringing the total TC's to 100 to better serve the population of Davenport at less cost.

4. **Potential Solutions:** *Agencies are not expected to have a solution in mind but it is important to know if there are any identified solutions. Are you aware of any potential solutions? Describe Solutions. Are you aware of any off-the-shelf software solutions or another system in use at another Iowa department or in another State?*

Fiber installation from ICN aerially is estimated at $35,000. Installation underground is estimated at $44,000. The cost in either situation is prohibitive.

5. **Benefits Summary (What are your success criteria?):** *Describe specific benefits and how these will be measured and reported. Who are the customers of this project and how do they benefit? Project benefits are outcomes. What does success look like?*

The ability to run our office network through the ICN fiber. This will save ~$1,800 per month in line charges.]

6. **Project Impact:** *What is the impact if this project is not approved? Loss of funding? Risk to the public or other risks identified? Are there any funding/legislative deadlines that impact this request? Are there organizational/staffing changes impacting the request?*

Line charges will cost much more or installation of fiber will be expensive.

7. **Project Technology (Optional Response)**: What technologies will be used in the project? Describe any departmental application or technology standards or expectations. Since the purpose of the project request is to identify projects at a very early stage technologies may not be known at this time.

Wireless point-to-point to bridge a fiber line.

8. **Funding Summary**

Estimated total Project Costs (Optional Response): Provide a high level estimate or range. Project costs include hard dollar expenses for hardware, software and services AND soft expenses of internal staff time.

Unknown _____

Project cost: __$6,700 __, if known

9. **Funding Source**: Iowa Access, Pool, Federal Grant, Unknown, etc.

Operating expenses from field office funds.

STEP 2: Project Planning
Submit your completed Project Charter

STEP 3: Project Approval
Submit the following information for approval by the IPSC prior to signing a contract or beginning development.
  10. Project Budget:
    Hardware: Software: Services:

  11. Project Milestones:
N/A

  12. *Update and changes to Project Scope from the Project Request or Project Charter (List any changes to scope from the original request or the Project Charter)*

  13. Project Risk:

  14. Updated Assumptions: *List any changes to the assumptions from the Project Charter.*

  15. Note changes to project sponsors

  16. List project team members and roles
Nick Carter - Network

  17. Identify project metrics (return on investment, customers served)

Cost savings of $1,800 per month

Step 3A: Reporting
  18. Monthly status report

STEP 4: Project Change Requests – Submit if your project has a change greater than 10% of the submitted Project Budget
  19. Proposed Amended Contract/Project Amount: Hardware: Software: Services:

  20. Proposed Amended Project Timetable

[

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21. Description of Scope Changes
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STEP5: Project Closeout
22. Final Project Budget:
Hardware: Software: Services:

23. Final Project Completion Date:

24. Lessons Learned (optional response)
[

Recommendations and Approvals   *[Will be completed during the review process]*

Recommendation of the State CIO to the DAS-ITE COO:

Authorize this IT procurement   Yes _X_ No ___

Alternatives suggested by the State CIO   Yes ___ No _X_

Additional comments from the State CIO:

Approved by CIO on July 3, 2013 (no TEC mtg), potential solution for many agencies and environments without in-ground telecommunications.

DAS-ITE's COO action:

Authorize this IT procurement   Yes _X_ No ___

DAS-ITE COO signature and date: **Approved by Matt Behrens on 7/24/13**

Comments:

This IT procurement does not need DAS Director approval as it is under $50,000 in value.